



## CITY OF LODI COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt Resolution Amending Public Works Department Engineering Fees for Various Development Services; Amending Community Improvement Fees for Administrative Procedures; and Amending Planning Fees to Add Pre-Development Review and Hourly Charges

**MEETING DATE:** May 3, 2006 (Carried over from April 19 meeting)

**PREPARED BY:** Public Works Director and Community Development Director

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**RECOMMENDED ACTION:** That the City Council adopt a resolution amending Public Works Department Engineering fees for various development services; amending Community Improvement fees for administrative procedures; and amending Planning fees to add pre-development review and hourly charges.

### BACKGROUND INFORMATION:

#### Public Works

It is common practice for the Community Development Department to request review, comments, conditions and approval by Public Works Department staff as part of their review process for various development services, such as the review of annexation applications, development plans, tentative parcel and subdivision maps and site plan and architectural (SPARC) applications. Historically, the Public Works Department Engineering Division staff costs related to these activities were included in the fees collected by the Community Development Department. With the adoption of the restructured Community Development Department fee schedule in May 2005 and the establishment of a Special Revenue Fund for Community Development Department services, this is no longer the case.

In an effort to recover Public Works Department staff costs related to these discretionary services and reduce the burden on the General Fund, staff is recommending the amendment of seven Engineering fees. As mentioned, these fees have been collected by Community Development. The fees, as recommended, will be collected by Public Works. They are: 1) Annexation, 2) Development Plan, 3) Tentative Subdivision Map, 4) Tentative Parcel Map/Non-Residential Condominium Conversion, 5) Site Plan and Architectural Review, 6) Building Permit – Commercial/Industrial and 7) Building Permit – Residential. The typical services provided by Public Works Department Engineering Division staff related to these activities are described in Exhibit A.

In order to set fees appropriately, staff performed an analysis of personnel time and associated costs typically required to perform each task. Those costs include the cost of Public Works staff (salary plus benefits) plus the "fully loaded" costs for City-wide overhead (vehicle maintenance, building maintenance, telephone, etc.) and internal services (Finance, City Attorney, etc.). The proposed fees are shown on Exhibit B. We also surveyed neighboring communities in late 2005 for fees charged for these services. The results of the fee survey are shown on Exhibit C.

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APPROVED:

  
Blair King, City Manager

The Public Works fees represent the level of effort and associated costs for an average development project. The applicability of the standard fee shall be determined by the Public Works Director or his designee. For example, the Development Plan fee represents the time required for a typical single-family residential development having 75 lots or less and does not cover the cost of reviewing a large-scale residential development. Single-family residential projects having more than 75 lots or commercial/industrial projects larger than two acres will be charged on a time and cost basis. The proposed hourly rate by staff position is shown on Exhibit D. The hourly rate is also based on salary plus benefits and the "fully loaded" costs for City-wide overhead.

The fee schedule for existing Engineering fees, except plan check and inspection, includes a provision for an annual adjustment on July 1 based on the Consumer Price Index (Western Region, Urban, unadjusted) for the previous calendar year. The new Engineering fees, because they are based upon actual time and cost, will be monitored by staff and these fees will need to be updated from time to time to reflect changes in salary, benefits and overhead costs.

It is recommended that these fees take effect June 15, 2006. It is further recommended that any applications subject to review by the Public Works Department that are submitted after the effective date shall be subject to the new fees.

#### Community Development

On April 5, 2006, the City Council introduced an ordinance amending code enforcement procedures and establishing administrative citations and administrative enforcement hearings. That ordinance was adopted April 19, 2006.

The ordinance establishes administrative citation fines but does not address all administrative fees. Such fees are established by resolution. Attached as Exhibit E is the proposed updated Community Improvement Fee Schedule to include new procedures established by the new code enforcement ordinance.

Also, for Council consideration is an updated Planning Fee Schedule. In May 2005, Council approved a new fee schedule for Planning fees. Based upon staff research, the new Planning fees were based primarily on an average of Planning fees charged in surrounding Cities. While this new fee schedule did increase Planning fees, it does not achieve full cost recovery except for only in the simplest of circumstances.

It is staff's desire to amend the fee schedule as shown in Exhibit F with the notation "plus hourly" to reflect actual staff time spent working on the request. Staff will collect the set fee for the Planning permit at time of application and then track staff time spent processing the permit. At conclusion of the permit processing (i.e., Planning Commission or City Council approval) staff will reconcile staff time spent processing the permit plus other required administrative charges (legal notice publishing costs, mail hearing notice costs, etc.) with the fee collected at application submittal. If not substantially equal, staff will then collect the balance due from the applicant as part of the issuance of the Planning permit.

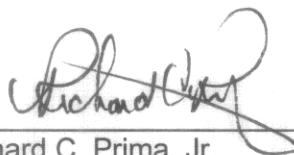
Staff proposes two new procedures with the fee be added to the Planning Fee Schedule. One of these new procedures is a Pre-development Review. The intent is to provide a service where staff meets with an interested party to informally consider a proposal and perform an initial evaluation and a basic "fatal

flaw" analysis to provide the applicant with a general recommendation and initial review. It is staff's intent to meet with the applicant 7 to 10 working days after submittal to have the applicant explain the proposal and to receive verbal comments from staff. Planning staff would coordinate the meeting and invite staff from Engineering, Fire, Utilities and other City departments as needed. Staff proposes a fee of \$250 be established. While not likely to fully cover City staff time, the fee would partially cover City costs and discourage frivolous use of staff time. Staff is attempting to provide a service to the proposed applicant while minimizing the impact on staff time and resources. The second new fee is for a non-residential condominium conversion. The State Map Act and City code (LMC §16.12.030) allow for the administrative review and approval of the conversion of non-residential buildings to condominiums. This proposed administrative procedure is similar to a parcel map application but does not advance to the Planning Commission for a public hearing and Commission approval. Staff proposes a fee of \$2,000 plus hourly be established. Both of these new procedures are primarily proposed as a service to the development community to get projects off to a productive start and to save time for the development community.

Since staff time would be tracked and charged to the project, it is necessary to adopt the staff hourly rate by position. The proposed hourly rate reflects total salary plus benefits and does include overhead for materials, vehicle use, building maintenance and utilities. Exhibit G establishes these hourly rates for Community Improvement and Planning. These rates will need to be updated from time to time to reflect changes in salary, benefits and overhead costs.

**FISCAL IMPACT:** These updated fees and charges will help to insure that new development pays the costs of services provided to address new development. These fees will help to make the Public Works Department and Community Development Department self-supporting. Public Works staff estimates an annual increase in revenue on the order of \$100,000 from Engineering fees alone, based on development and building permit activity in 2005.

**FUNDING AVAILABLE:** Not Applicable.



Richard C. Prima, Jr.  
Public Works Director



Randy Hatch  
Community Development Director

Prepared by Sharon A. Welch, Senior Civil Engineer and Randy Hatch, Community Development Director  
RCP/RH/SAW/pmf  
Attachments

cc: City Engineer  
Senior Civil Engineer Welch  
Associate Civil Engineer Chang  
Community Development Director  
Planning Manager  
Community Improvement Manager

### ENGINEERING STAFF SERVICES

- 1) Annexation
  - a. Review existing infrastructure (underground utilities, street improvements, water supply, etc.) in the vicinity of the proposed annexation
  - b. Review existing utility master plans to broadly identify potential development issues, such as utility extensions, drainage requirements, street widening improvements, etc.
  - c. Provide written comments and conditions to the Community Development Department
- 2) Development Plan
  - a. Review existing infrastructure adjacent to proposed development site
  - b. Review proposed site layout with respect to traffic circulation, street right-of-way, proposed utility alignments, if provided, and other development requirements
  - c. Review existing utility master plans and identify infrastructure requirements such as utility extensions, drainage requirements, street widening improvements, etc.
  - d. Identify existing public utility easements affecting the development site
  - e. Research and identify any outstanding improvement deferral agreements, reimbursement agreements/resolutions, etc., and fees to be collected by the City
  - f. Interact with developer or Planning Division staff as necessary to obtain a good understanding of the proposed development and feasible alternatives for providing public services to the project
  - g. Provide written comments/conditions, including comments/conditions provided by the Electric Utility Department, to the Community Development Department
- 3) Tentative Subdivision Map
  - a. Task work includes all items listed above for Development Plan review but with increased level of detail.
  - b. Specify improvement plan check requirements, required agreements, abandonment of existing private utilities, funding arrangements for proposed improvements to be publicly maintained (masonry walls, landscaping, etc.) and required approvals from other agencies (Caltrans, San Joaquin County, etc.)
  - c. Comments/conditions provided by the Public Works Department Water/Wastewater Division and Electric Utility Department are incorporated into the written comments/conditions provided by the Engineering Division.
- 4) Tentative Parcel Map & Non-Residential Condominium Conversion
  - a. Review existing infrastructure adjacent to and currently serving the existing parcel. This usually includes a field review by Water/Wastewater Division personnel.
  - b. Identify public improvements to be completed and fees to be paid both prior to map filing and at the time of parcel development.
  - c. Provide written comments/conditions, including comments/conditions provided by the Water/Wastewater Division and Electric Utility Department, to the Community Development Department
- 5) Site Plan and Architectural Review (SPARC)
  - a. Review proposed site layout with respect to right-of-way or easement dedications, public improvements, driveway locations, utilities and required fees

## EXHIBIT A

- b. Provide written comments/conditions to the Community Development Department
- 6) Building Permit – Commercial/Industrial
  - a. Review project plans for Public Works related issues, including dedications, street improvements, required utility extensions and services, encroachment permit requirements, etc., and provide written comments/requirements for plan revisions to the building permit applicant. Plan review usually includes a field review by Water/Wastewater Division staff.
  - b. Provide additional review and comments for plan revision submittals and interact with applicant during the plan review process, up to and including plan approval
  - c. Calculate and collect any required fees, such as development impact fees, wastewater capacity impact fees, utility service installation charges, water meter charges, reimbursement fees, etc.
  - d. Communicate with Building Division staff during the plan review process
- 7) Building Permit – Residential
  - a. Task work includes all the items required for commercial/industrial projects but on a much smaller scale. These projects are generally much less complex than commercial/industrial projects and require less staff time for review and approval.

## EXHIBIT B

Engineering Fee	Proposed Fee <sup>(1)</sup>
Annexation <sup>(2) (3)</sup>	\$630
Development Plan <sup>(2) (3)</sup>	\$1050 plus \$15/lot over 5 lots
Tentative Subdivision Map <sup>(2) (3)</sup>	\$1050 1-5 lots plus \$15/lot over 5 lots
Tentative Parcel Map & Non-Residential Condominium Conversion	\$840
Site Plan	\$420
Building Permit - Commercial/Industrial/Multi-Family	\$600
Building Permit - Single-Family Residential	\$110

- <sup>(1)</sup> These fees shall be adjusted annually by the inflation rate based on the prior calendar year as determined by the Consumer Price Index (Western Region, Urban, unadjusted). The rate of inflation (or deflation) is applied to the fees to determine the fees for the subsequent year. Said fee adjustments, if any, will be made automatically effective July 1 of each year.
- <sup>(2)</sup> Based on single-family residential developments having 75 lots or less. Single family residential projects having more than 75 lots will be charged on a time and cost basis.
- <sup>(3)</sup> Commercial/industrial projects larger than 2 acres will be charged on a time and cost basis.

# EXHIBIT C

	<b>Lodi Proposed Fee</b>	<b>San Joaquin County</b>	<b>Galt</b>	<b>Ripon <sup>(1)</sup></b>	<b>Stockton <sup>(2)</sup></b>	<b>Tracy <sup>(1)</sup></b>	<b>Lathrop <sup>(1)</sup></b>
<b>Annexation</b>	\$630	Research \$110 Processing - Actual Cost		\$2,343	\$5,185 (20-100 acres)	\$10,500	Actual Cost
<b>Development Plan</b>	\$1050 plus \$15/lot over 5 lots					\$3,800	
<b>Tentative Subdivision Map</b>	\$1050 1-5 Lots plus \$15/lot over 5 lots	\$4308 plus \$13/lot (vested map)	\$2,500	\$3,124	\$4,251 plus \$107/lot over 4 lots	\$10,000 (5-100 Lots) \$15,600 (101+ Lots)	\$3,620
<b>Tentative Parcel Map</b>	\$840	\$908 plus \$53/lot over 2 lots (vested map)	\$2,500	\$1,875	\$3,189	\$7,300	\$3,620
<b>Site Plan</b>	\$420	\$40-\$126 depending on project		\$549			\$1,255
<b>Building Permit - Commercial/Industrial/Multi-Family</b>	\$600	\$50	\$558		\$264		
<b>Building Permit - Single-Family Residential</b>	\$110	\$50	\$31		\$30		

<sup>(1)</sup> Fees shown include engineering and planning fees; no separate fee for engineering.

<sup>(2)</sup> Fees for Annexation, Tentative Subdivision Map and Tentative Parcel Map include engineering and planning fees; no separate fee for engineering.

## EXHIBIT D

### **PUBLIC WORKS ENGINEERING HOURLY CHARGE<sup>(1)</sup>**

• Public Works Director	\$110/Hr
• City Engineer	\$90/Hr
• Senior Civil Engineer	\$80/Hr
• Senior Traffic Engineer	\$80/Hr
• Associate Civil Engineer	\$75/Hr
• Senior Engineering Technician	\$60/Hr
• Assistant Engineer	TBD if filled
• Junior Engineer	TBD if filled
• Engineering Technician	TBD if filled

(1) These hourly rates are fully burdened, which includes salary, all benefits, and overhead.



## EXHIBIT E

### FEE SCHEDULE

City of Lodi Community Development Department – Community Improvement Division

	<u>Current</u>	<u>Proposed</u>
Initial Field Inspection Fee	0	\$50
Initial Compliance Inspection	0	\$50

*Both of the aforementioned fees would be waived if voluntary compliance is obtained within given deadline.*

Code Compliance Permit Fee	\$100/hr	\$100/hr
Reinspection Fee	n/a	\$50

Initial Non-Compliance Fee	\$100	\$100
Subsequent Non-Compliance Fees	\$300	\$300

Initial Appeal Fee	\$300	\$100
Second Appeal Fee	n/a	\$300



## FEE SCHEDULE

CITY OF LODI, COMMUNITY DEVELOPMENT DEPARTMENT, 221 W. PINE ST., LODI, CA 95240  
 PHONE: (209) 333-6711 FAX: (209) 333-6842

PLANNING:	FEE
ADMINISTRATIVE DEVIATION.....	\$350 + HOURLY
ANNEXATION .....	\$4,000 + HOURLY
APPEALS.....	\$300
DEVELOPMENT PLAN REVIEW .....	\$2,500 + HOURLY
ENVIRONMENTAL IMPACT REPORT .....	HOURLY
GENERAL PLAN AMENDMENT .....	\$3,000 + HOURLY
HOME OCCUPATION .....	\$100
LANDSCAPE REVIEW.....	\$175 + HOURLY
LIVE ENTERTAINMENT PERMIT .....	\$200
LOT LINE ADJUSTMENT .....	\$650 + HOURLY
MITIGATION MONITORING.....	\$HOURLY
NEGATIVE DECLARATION .....	\$900 + HOURLY
TENTATIVE PARCEL MAP .....	\$2,500 + HOURLY
NON-RESIDENTIAL CONDOMINIUM CONVERSIONS .....	\$2,000 + HOURLY
PRELIMINARY ENVIRONMENTAL ASSESSMENT .....	\$250 + HOURLY
REZONE .....	\$2,000 + HOURLY
SITE PLAN AND ARCHITECTURAL REVIEW (SPARC) .....	\$1,875 + HOURLY
TENTATIVE SUBDIVISION MAP .....	\$4,600 + HOURLY
USE PERMIT .....	\$2,000 + HOURLY
VARIANCE.....	\$1,000 + HOURLY
PRE-DEVELOPMENT REVIEW .....	\$250
DOCUMENT IMAGING.....	\$50/APPLICATION
STAFF CONSULTATION (INCLUDING LETTERS).....	HOURLY

THE APPLICATION FEES LISTED ABOVE ARE REFUNDABLE UNDER THE FOLLOWING CIRCUMSTANCES:

- WITHIN 30-DAYS OF APPLICATION – 75% REFUND.
- AFTER PROJECT ACCEPTANCE AND CIRCULATION FOR REVIEW – 50% REFUND.
- AFTER FORMULATION OF STAFF RECOMMENDATION TO PLANNING COMMISSION AND/OR CITY COUNCIL, OR 90-DAYS, WHICHEVER COMES FIRST – NO REFUND.

STAFF REQUESTS FOR INFORMATION, CORRECTIONS, OR AMENDMENTS MUST BE SUBMITTED WITHIN 30-DAYS. IF A PROJECT IS INACTIVE BEYOND 30-DAYS, THE APPLICATION WILL BE RETURNED AND A REFUND PROCESSED.

**BUILDING: SEE “BUILDING FEES COLLECTED AT PERMIT ISSUANCE”**

**COMMUNITY DEVELOPMENT HOURLY CHARGE**

**COMMUNITY IMPROVEMENT**

- |                                  |         |
|----------------------------------|---------|
| • Community Improvement Manager  | \$70/Hr |
| • Community Improvement Officers | \$45/Hr |
| • Administrative Clerk           | \$30/Hr |

**PLANNING**

- |                                  |                     |
|----------------------------------|---------------------|
| • Community Development Director | \$100/Hr            |
| • Planning Manager               | \$80/Hr             |
| • Senior Planner                 | \$65/Hr             |
| • Associate Planner              | \$55/Hr             |
| • Assistant Planner              | \$50/Hr (if filled) |
| • Junior Planner                 | \$45/Hr (if filled) |
| • Contract Planner               | \$80/Hr +/- (TBD)   |
| • Administrative Secretary       | \$40/Hr             |

RESOLUTION NO. 2006-78

A RESOLUTION OF THE LODI CITY COUNCIL AMENDING  
PUBLIC WORKS DEPARTMENT ENGINEERING FEES FOR VARIOUS  
DEVELOPMENT SERVICES; AMENDING COMMUNITY IMPROVEMENT  
FEES FOR ADMINISTRATIVE PROCEDURES; AND AMENDING  
PLANNING FEES FOR PRE-DEVELOPMENT REVIEW  
AND HOURLY CHARGES

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WHEREAS, the Lodi Municipal Code requires the City Council, by Resolution, to set fees for various services provided by the City of Lodi to recover those costs associated with providing specific services and programs; and

Public Works:

WHEREAS, it is common practice for the Community Development Department to request review, comments, conditions, and approval by Public Works Department staff as part of its review process for various development services, such as the review of annexation applications, development plans, tentative parcel and subdivision maps, and site plan and architectural applications; and

WHEREAS, historically, the Public Works Department Engineering Division staff costs related to these activities were considered to be covered by the fees collected by the Community Development Department. With the adoption of the restructured Community Development Department fee schedule in May 2005 and the establishment of a Special Revenue Fund for Community Development Department services, this is no longer the case; and

WHEREAS, in an effort to recover Public Works Department staff costs related to these discretionary services and reduce the burden on the General Fund, staff is recommending the amendment of seven Engineering fees to be collected by the Public Works Department. They are: 1) Annexation, 2) Development Plan, 3) Tentative Subdivision Map, 4) Tentative Parcel Map/Non-Residential Condominium Conversion, 5) Site Plan and Architectural Review, 6) Building Permit – Commercial/Industrial, and 7) Building Permit – Residential; and

WHEREAS, in order to set fees appropriately, staff performed an analysis of personnel time and associated costs typically required to perform each task. Those costs include the cost of Public Works staff (salary plus benefits) plus the “fully loaded” costs for Citywide overhead (vehicle maintenance, building maintenance, telephone, etc.) and internal services (Finance, City Attorney, etc.). The proposed fees are shown on Exhibit A; and

WHEREAS, the fees represent the level of effort and associated costs for an average development project. The applicability of the standard fee shall be determined by the Public Works Director or his designee with projects exceeding an average level of staff work being charged on a time and cost basis. The proposed hourly rate by staff position is shown on Exhibit B. The hourly rate is also based on salary plus benefits and the “fully loaded” costs for City-wide overhead; and

WHEREAS, the fee schedule for existing Engineering fees, except plan check and inspection, includes a provision for an annual adjustment on July 1 based on the Consumer Price Index (Western Region, Urban, unadjusted) for the previous calendar year. Because the new Engineering fees are based upon actual time and cost, staff will continue to monitor all Engineering services and request Council to update them from time to time to reflect changes in salary, benefits and overhead costs; and

WHEREAS, it is recommended that the new fees take effect on June 15, 2006. It is further recommended that any applications subject to review by the Public Works Department that are submitted after the effective date shall be subject to the new fees; and

Community Development:

WHEREAS, on April 19, 2006, the City Council adopted an ordinance amending code enforcement procedures and establishing administrative citations and administrative enforcement hearings; and

WHEREAS, the ordinance establishes administrative citation fines but does not address all administrative fees. Such fees are established by resolution. Attached as Exhibit C is the proposed updated Community Improvement Fee Schedule to include new procedures established by the new code enforcement ordinance; and

WHEREAS, in May 2005, the City Council approved a new fee schedule for Planning fees that was based primarily on an average of Planning fees charged in surrounding cities. While this new fee schedule did increase Planning fees, it does not achieve full cost recovery, except for only in the simplest of circumstances; and

WHEREAS, staff recommends amending the fee schedule as shown in Exhibit D with the notation "plus hourly" to reflect actual staff time spent working on the request. Staff will collect the set fee for the Planning permit at time of application and then track staff time spent processing the permit. At conclusion of the permit processing (i.e., Planning Commission or City Council approval), staff will reconcile staff time spent processing the permit plus other required administrative charges (legal notice publishing costs, mail hearing notice costs, etc.) with the fee collected at application submittal. If not substantially equal, staff will then collect the balance due from the applicant as part of the issuance of the Planning permit; and

WHEREAS, staff proposes two new procedures with the fee being added to the Planning Fee Schedule (Exhibit D). One of these procedures is a Pre-development Review; the second new fee is for a non-residential condominium conversion; and

WHEREAS, since staff time would be tracked and charged to the project, it is necessary to adopt the staff hourly rate by position. The proposed hourly rate reflects total salary plus benefits and does include overhead for materials, vehicle use, building maintenance, and utilities. Exhibit E establishes these hourly rates for Community Improvement and Planning. These rates will need to be updated by Resolution from time to time to reflect changes in salary, benefits, and overhead costs.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lodi does hereby implement the fee schedules attached hereto, marked Exhibit A, B, C, D, and E and made a part of this Resolution; and

BE IT FURTHER RESOLVED that the Engineering fees will also be subject to an annual adjustment on July 1 based on the Consumer Price Index (Western Region, Urban, unadjusted) for the previous calendar year; and

BE IT FURTHER RESOLVED that any applications subject to review by the Public Works or Community Development Departments that are submitted after the effective date of this Resolution shall be subject to the new fees; and

RESOLVED FURTHER that all resolutions or parts of resolutions in conflict herewith are repealed insofar as such conflict may exist; and

RESOLVED FURTHER that this resolution shall be in force and take effect on June 15, 2006.

Dated: May 3, 2006

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I hereby certify that Resolution No. 2006-78 was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 3, 2006, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Johnson, Mounce, and Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON  
City Clerk

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<sup>(1)</sup> These fees shall be adjusted annually by the inflation rate based on the prior calendar year as determined by the Consumer Price Index (Western Region, Urban, unadjusted). The rate of inflation (or deflation) is applied to the fees to determine the fees for the subsequent year. Said fee adjustments, if any, will be made automatically effective July 1 of each year.

<sup>(2)</sup> Based on single-family residential developments having 75 lots or less. Single family residential projects having more than 75 lots will be charged on a time and cost basis.

<sup>(3)</sup> Commercial/industrial projects larger than 2 acres will be charged on a time and cost basis.

## EXHIBIT B

### PUBLIC WORKS ENGINEERING HOURLY CHARGE<sup>(1)</sup>

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• Assistant Engineer	TBD if filled
• Junior Engineer	TBD if filled
• Engineering Technician	TBD if filled

(1) These hourly rates are fully burdened, which includes salary, all benefits, and overhead.



**FEE SCHEDULE****EXHIBIT C**City of Lodi Community Development Department – Community Improvement Division

	<u>Current</u>	<u>Proposed</u>
Initial Field Inspection Fee	0	\$50
Initial Compliance Inspection	0	\$50

*Both of the aforementioned fees would be waived if voluntary compliance is obtained within given deadline.*

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Reinspection Fee	n/a	\$50

Initial Non-Compliance Fee	\$100	\$100
Subsequent Non-Compliance Fees	\$300	\$300

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LIVE ENTERTAINMENT PERMIT.....	\$200
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PRE-DEVELOPMENT REVIEW.....	\$250
DOCUMENT IMAGING.....	\$50/APPLICATION
STAFF CONSULTATION (INCLUDING LETTERS).....	HOURLY

THE APPLICATION FEES LISTED ABOVE ARE REFUNDABLE UNDER THE FOLLOWING CIRCUMSTANCES:

- WITHIN 30-DAYS OF APPLICATION – 75% REFUND.
- AFTER PROJECT ACCEPTANCE AND CIRCULATION FOR REVIEW – 50% REFUND.
- AFTER FORMULATION OF STAFF RECOMMENDATION TO PLANNING COMMISSION AND/OR CITY COUNCIL, OR 90-DAYS, WHICHEVER COMES FIRST – NO REFUND.

STAFF REQUESTS FOR INFORMATION, CORRECTIONS, OR AMENDMENTS MUST BE SUBMITTED WITHIN 30-DAYS. IF A PROJECT IS INACTIVE BEYOND 30-DAYS, THE APPLICATION WILL BE RETURNED AND A REFUND PROCESSED.

BUILDING: SEE "BUILDING FEES COLLECTED AT PERMIT ISSUANCE"

## COMMUNITY DEVELOPMENT HOURLY CHARGE

### COMMUNITY IMPROVEMENT

- |                                  |         |
|----------------------------------|---------|
| • Community Improvement Manager  | \$70/Hr |
| • Community Improvement Officers | \$45/Hr |
| • Administrative Clerk           | \$30/Hr |

### PLANNING

- |                                  |                     |
|----------------------------------|---------------------|
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| • Administrative Secretary       | \$40/Hr             |